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EIGHTH ANNUAL SALARY SURVEY RESULTS 1982

• 15 information/word processing positions • 20,637 employees • 2,017 companies

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TABLE OF CONTENTS

IWP Executive Board — 1982-83 ..... inside front cover
Introduction 3
Use of the Survey 4
Data Base 4
Job Titles and Descriptions 5
Sample Questionnaire 7
Survey Map 8

Survey Results:
Total United States 9

U.S. Zip Code Regions:
0 — Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island 10
1 — Pennsylvania, New York, Delaware 11
2 — Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland 12
3 — Tennessee, Mississippi, Alabama, Georgia, Florida 13
4 — Michigan, Indiana, Ohio, Kentucky 14
5 — Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota 15
6 — Illinois, Nebraska, Kansas, Missouri 16
7 — Arkansas, Texas, Oklahoma, Louisiana 17
8 — Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona 18
9 — California, Washington, Oregon, Hawaii 19

U.S. Metropolitan Areas:
Atlanta 20
Baltimore 21
Boston 22
Chicago 23
Dallas/Ft. Worth 24
Denver 25
Detroit 26
Florida 27
Houston 28
Indianapolis 29
Lincoln/Omaha 30
Los Angeles 31
Minneapolis/St. Paul 32
New Jersey 33
New York City 34
Oakland/San Francisco 35
Philadelphia 36
Pittsburgh 37
Portland 38
Washington DC 39

Survey Results:
Total Canada 40
Montreal 41
Ottawa 42
Toronto 43

U.S. Industries:
Aerospace 44
Chemical/Allied Products 45
Food/Tobacco 46
Petroleum/Coal/Rubber 47
Printing/Publishing 48
Textile/Apparel 49
Transportation 50
Information Systems/Products/Manufacturing/Sales 51
Other Manufacturing 52
Banking/Credit Agencies 53
Education 54
Federal Government 55
State Government 56
Local Government 57
Insurance 58
Investment 59
Construction 60
Legal Services 61
Medical Care 62
Association 63
Other Professional Services 64
Public Utilities 65
Retail/Wholesale/Import/Export 66
Research/Engineering 67
Information Service Bureau 68
Other Non-Manufacturing 69
Other Service/Professional 70

Canadian Industries:
Petroleum/Coal/Rubber 71
Information Systems/Products/Manufacturing/Sales 72
Other Manufacturing 73
Banking/Credit Agencies 74
Education 75
Provincial Government 76
Insurance 77
Other Professional Services 78
Public Utilities 79
Information Service Bureau 80

INTRODUCTION

IWP's *Eighth Salary Survey Results* reports the average, high and low weekly salary figures effective the week of March 22, 1982 for 15 of the most widely accepted information/word processing positions. This year, the survey program was upgraded to include the median, or middle occurrence, and the modal, or most frequent occurrence reported in each category. These new data should be of great assistance in the creation or revision of salary administration plans. This year, a total of 2,017 companies and 20,637 employees from the United States and Canada are included in the data.

In previous years, the *Salary Survey Results* were tabulated by an independent data processing firm. This year, the survey was processed entirely on IWP's computer, providing greater control of the data entry process. We have been able to add several new displays representing new industries in both the United States and Canada and new geographic areas, such as New Jersey and Florida. Through careful review and program revision, we hope to continue to add new displays each year.

Though personal classification depends greatly upon an individual organization's requirements, IWP has established these general position descriptions to serve as guidelines throughout the industry. Job titles and descriptions included in the survey are based on a study conducted by IWP's Salary Survey Task Force, appointed by the Executive Board. Since these categories have been utilized in the survey since its inception, they have become widely accepted. Few of the respondents reported difficulty in responding to the questionnaire. Naturally, IWP will continually review both the job titles and the industry codes used in the survey.

The International Information/Word Processing Association would like to thank all those who participated in the *Eighth Salary Survey Results*. With your consistent support, this survey will become more comprehensive and useful each year.

USE OF THE SURVEY

Considerable judgment is recommended when you compare the positions and salaries in this survey with those of your own company. Review each job description — do not be guided by the job titles alone! The figures are an excellent general guide for salary administration but must be used in conjunction with other factors, such as individual performance, length of employment, productivity, and general deportment. The new displays of "median" and "modal" response for each category can be used to identify the generally prevailing wage with increased clarity.

The data tables found in this report can be used for:

- Comparing a company's word processing salary policy with the practices in a particular industry, metropolitan area or zip code region.
- Checking a company's job descriptions and ranking in comparison to the survey data.
- Evaluating the usefulness of "going rates" as a basis in establishing salary ranges in a job evaluation plan.

Figures for positions for which there are fewer than six companies reporting (marked with asterisks) are subject to interpretation and, therefore, should be used with caution. Displays for metropolitan areas or industries which yielded a small response in several job categories were eliminated from the report.

These *Salary Survey Results* are an accurate compilation of salaries reported for specific jobs described in our questionnaire (a copy of which is reprinted on page 7). Because of the confidential nature of the survey, information from individual organizations is not available.

DATA BASE

Included in this report are salary tables for the United States and Canada. Data for the United States are listed overall and broken down into 10 zip code regions, 20 metropolitan areas and 27 industries. Respondents were asked to check the appropriate code for the following industry listings which appeared in the survey.

01 Aerospace Industry
02 Chemical/Allied Products
03 Food/Tobacco
04 Instruments
05 Machinery
06 Paper/Paper Products
07 Petroleum/Coal/Rubber
08 Primary/Fabricated Metal
09 Printing/Publishing
10 Textile/Apparel
11 Transportation
12 Information Systems/Products/Manufacturing/Sales
13 Other Manufacturing
14 Agriculture/Forestry
15 Banking/Credit Agencies
16 Education
17 Federal Government
18 State/Provincial Government
19 Local Government
20 Insurance
21 Investment
22 Construction
23 Legal Services
24 Medical Care
25 Association
26 Other Professional Services
27 Public Utilities
28 Retail/Wholesale/Import/Export
29 Research/Engineering
30 Information Management

31 Information Service Bureau
32 Other Non-Manufacturing
33 Other Service/Professional

Those industry codes that did not yield sufficient data were excluded from the survey report.

The results for Canada's industries begin on page 71.

Figures for the 2,017 companies and 20,637 employees in the United States and Canada were not combined since the difference in the economies and the exchange rate would distort the data.

You will find that there are 32 levels of salary ranges. The categories from $105 to $149 are in $4 increments, from $150 to $199, $9 increments, from $200 to $499, $24 increments, from $500 to $599, $50 increments, from $600 to $1000, $100 increments, and the last category is defined as $1,001 and over. The midpoint in each range was used in tabulating the data. For example, for every employee reported in the $105-$109 range, $107 was the figure used for tabulation. Equally, $212 was used in the $200-$224 range, and $650 was used in the $600-$700 range.

Respondents were instructed to include only that bonus pay and extra compensation which is paid regularly, to omit overtime pay and not to report part time salaries. Also, respondents were asked to indicate the number of hours in their work week. The average work week is reported for each table. The salary data are not adjusted to the average work week but are tabulated as reported.

JOB TITLES AND DESCRIPTIONS FOR WORD PROCESSING PERSONNEL

NOTE: All positions are non-exempt (hourly wage) except where noted.

A. WORD PROCESSING TRAINEE

Entry level position for those having 0-12 months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use dictionaries, handbooks and other reference materials, and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information (dictation, handwritten, etc.). Maintains own production records and may be required to proofread own work.

B. WORD PROCESSING OPERATOR

The next level up from Word Processing Trainee for those having 6-24 months word processing experience. In addition to having all the qualifications and functions of position A, a Word Processing Operator handles special documents, meets established quality standards, uses all of a machine's text editing functions and is familiar with department terminology and company practices.

C. WORD PROCESSING SPECIALIST I

A Word Processing Operator with a minimum of 18 months experience who can format, produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data from electronic files. Exercises independent action when interpreting instructions to produce a quality document, understands proofreader marks, and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records. May operate word processing equipment in the telecommunications mode.

D. WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR

A person at this level exercises all of the competencies of position C and may act as Assistant Supervisor. A Word Processing Specialist II is able to operate all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics, and recommending changes in center procedures. May also assist in training personnel.

E. PHOTOTYPESETTING SPECIALIST

A Word Processing Operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques, and other aspects of typesetting and printing.

F. WORD PROCESSING TRAINER

Someone with a minimum of 24 months experience operating word processing systems who spends the majority of time training new operators. May also be responsible for instructing users in dictation methods and other procedures to ensure maximum utilization of a wp center. Should make recommendations to management concerning new equipment purchases from the standpoint of ease of use.

G. PROOFREADER
Proofreads typed copy for text content, spelling, punctuation, grammar, and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

H. WORD PROCESSING SUPERVISOR
With all the competencies of a Word Processing Specialist II, a Supervisor is responsible for the operation of a center (or section within a large center). Schedules and coordinates workflow, assists word processing personnel in document production and in establishing and maintaining quality standards. Also analyzes production data and procedures, identifies potential improvements and may be responsible partially for budgets and equipment recommendations. Reports to Word Processing Manager.

I. WORD PROCESSING MANAGER
Exempt (salaried). Responsible for the overall operation of a word processing center, including the guidance of supervisors, personnel administration, staff requirements, user liaison and evaluation, design and implementation of future word processing systems. Also is responsible for budgets, overall production reports and coordination of services with administrative support. May also manage the operation of photocopying, printing, mailing or graphics services. In larger organizations, the Word Processing Manager reports to Information Systems Manager.

AA. ADMINISTRATIVE SECRETARY
Someone who works with a group of principals as part of a team under the direction of an Administrative Support Supervisor or Manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists, and providing special secretarial services, etc.

BB. SENIOR ADMINISTRATIVE SECRETARY
Has a record of exceptional performance. At times may act as assistant to supervisor of an administrative team and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

CC. ADMINISTRATIVE SUPPORT SUPERVISOR
May have the responsibilities of position BB in addition to scheduling and administering workflow to a team of administrative secretaries. Responsible for liaison with and training of users who benefit from administrative support. Evaluates staffing requirements, prepares management reports and recommends new methods of handling administrative secretaries. Reports to Administrative Support Manager.

DD. ADMINISTRATIVE SUPPORT MANAGER
Exempt (salaried). Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail, and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the Word Processing Manager to ensure cooperation of the two functions. May manage other major administrative duties such as records and retention, microfilm, print shop, purchasing, etc. Reports to Information Systems Manager (in large organizations).

EE. STAFF ANALYST
Exempt (salaried). Responsible for consulting and assisting Word Processing and Administrative Support Supervisors and Managers. Conducts studies, reviews operations and determines and recommends appropriate staffing, procedures and equipment. Reports to Information Systems Manager or Word Processing Manager or Administrative Support Manager.

J. INFORMATION MANAGER
Exempt (salaried). May be Vice President or Assistant to Vice President in some organizations. **Has total responsibility for all aspects of an organization's office systems, including word processing, administrative support and other information processing functions.** Ensures the collaboration of all support functions. Reports to a chief executive officer.

Please Report Weekly Salary Rates	Word Processing Trainee	Word Processing Operator	Word Processing Specialist I	Word Processing Specialist II/Assistant Supervisor	Phototypesetting Specialist	Word Processing Trainer	Proofreader	Word Processing Supervisor	Word Processing Manager	Administrative Secretary	Senior Administrative Secretary	Administrative Support Supervisor	Administrative Support Manager	Staff Analyst	Information Manager	TOTAL EMPLOYEES REPORTED
	A	B	C	D	E	F	G	H	I	AA	BB	CC	DD	EE	J	
105-109																
110-114																
115-119																
120-124																
125-129																
130-134																
135-139																
140-144																
145-149																
150-159																
160-169																
170-179																
180-189																
190-199																
200-224																
225-249																
250-274																
275-299																
300-324																
325-349																
350-374																
375-399																
400-424																
425-449																
450-474																
475-499																
500-550																
551-600																
601-700																
701-800																
801-1000																
1001 & over																
EMPLOYEES TOTAL																

SAMPLE

ADD TOTALS HORIZONTALLY AND VERTICALLY

Number hours in average work week_____

U.S. ZIP CODE REGIONS
U.S. AND CANADIAN METROPOLITAN AREAS

TOTAL UNITED STATES

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	337	1,716	212.90	462.00	107.00	212.00	212.00
B	WORD PROCESSING OPERATOR	466	4,237	256.26	525.00	107.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	461	3,179	277.58	525.00	132.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	378	1,357	300.86	575.00	107.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST	118	258	280.52	575.00	165.00	262.00	262.00
F	WORD PROCESSING TRAINER	112	169	324.89	650.00	107.00	312.00	312.00
G	PROOFREADER	163	428	262.36	487.00	117.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	431	1,171	363.61	1,001.00	107.00	362.00	362.00
I	WORD PROCESSING MANAGER	322	656	442.68	1,001.00	185.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	201	3,868	277.52	575.00	107.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	161	1,505	308.96	900.00	175.00	287.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	64	194	379.96	750.00	142.00	362.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	113	170	467.23	1,001.00	237.00	437.00	387.00
EE	STAFF ANALYST	94	198	474.24	1,001.00	165.00	462.00	387.00
J	INFORMATION MANAGER	220	297	602.00	1,001.00	237.00	575.00	650.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	1,747						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 0
(Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	43	210	206.96	337.00	147.00	212.00	212.00
B	WORD PROCESSING OPERATOR	51	447	250.17	437.00	132.00	237.00	262.00
C	WORD PROCESSING SPECIALIST I	50	344	264.82	462.00	132.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	37	149	277.77	462.00	212.00	262.00	212.00
E	PHOTOTYPESETTING SPECIALIST	15	23	292.43	412.00	212.00	262.00	262.00
F	WORD PROCESSING TRAINER	14	23	313.60	575.00	195.00	312.00	312.00
G	PROOFREADER	18	41	242.75	387.00	147.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	49	140	352.20	650.00	237.00	337.00	337.00
I	WORD PROCESSING MANAGER	37	69	446.01	750.00	262.00	437.00	487.00
AA	ADMINISTRATIVE SECRETARY	20	276	298.01	487.00	142.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	17	96	352.62	462.00	212.00	387.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	18	451.11	525.00	262.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	12	536.16	900.00	312.00	462.00	312.00
EE	STAFF ANALYST	12	22	454.77	575.00	287.00	462.00	525.00
J	INFORMATION MANAGER	28	36	587.36	1,001.00	237.00	525.00	900.00
	AVERAGE HRS/WK	37.5						
	COMPANIES RESPONDING	186						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 1
(Pennsylvania, New York, Delaware)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	52	409	216.75	387.00	112.00	212.00	237.00
B	WORD PROCESSING OPERATOR	70	878	261.32	412.00	107.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	71	488	276.51	437.00	155.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	55	193	308.54	437.00	195.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	17	38	273.84	412.00	212.00	262.00	212.00
F	WORD PROCESSING TRAINER	12	20	388.15	575.00	195.00	362.00	312.00
G	PROOFREADER	21	74	225.59	362.00	137.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	62	186	380.30	1,001.00	195.00	362.00	362.00
I	WORD PROCESSING MANAGER	49	84	475.77	1,001.00	262.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	34	799	271.54	575.00	165.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	28	187	323.10	900.00	185.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	77	394.32	650.00	287.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	22	40	435.85	650.00	262.00	387.00	387.00
EE	STAFF ANALYST	19	46	493.45	1,001.00	387.00	387.00	387.00
J	INFORMATION MANAGER	32	51	627.98	1,001.00	262.00	575.00	525.00
	AVERAGE HRS/WK	37.9						
	COMPANIES RESPONDING	250						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 2
(Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	32	157	205.42	337.00	155.00	195.00	195.00
B	WORD PROCESSING OPERATOR	46	388	246.68	525.00	155.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	47	394	270.81	525.00	165.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	39	127	292.09	525.00	175.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST	10	15	269.93	362.00	185.00	237.00	337.00
F	WORD PROCESSING TRAINER	7	9	325.88	387.00	237.00	337.00	337.00
G	PROOFREADER	15	49	272.46	362.00	175.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	42	133	345.18	650.00	195.00	337.00	262.00
I	WORD PROCESSING MANAGER	33	95	384.27	900.00	185.00	362.00	185.00
AA	ADMINISTRATIVE SECRETARY	23	716	257.49	487.00	155.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	18	488	274.14	487.00	212.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	24	339.62	525.00	262.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	8	421.50	650.00	237.00	387.00	312.00
EE	STAFF ANALYST	11	23	453.04	650.00	165.00	462.00	462.00
J	INFORMATION MANAGER	21	34	617.88	1,001.00	262.00	575.00	575.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	178						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 3
(Tennessee, Mississippi, Alabama, Georgia, Florida)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	23	117	169.47	362.00	107.00	185.00	175.00
B	WORD PROCESSING OPERATOR	37	241	229.73	362.00	155.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	39	144	246.45	437.00	142.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	31	126	265.82	412.00	175.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	9	18	258.38	287.00	212.00	237.00	212.00
F	WORD PROCESSING TRAINER	9	20	240.65	487.00	185.00	287.00	287.00
G	PROOFREADER	10	14	242.05	337.00	155.00	212.00	185.00
H	WORD PROCESSING SUPERVISOR	34	68	314.20	650.00	155.00	312.00	262.00
I	WORD PROCESSING MANAGER	24	37	400.62	650.00	212.00	362.00	312.00
AA	ADMINISTRATIVE SECRETARY	15	369	220.48	437.00	147.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	148	250.79	362.00	195.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	14	265.42	312.00	185.00	262.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	14	377.28	750.00	237.00	312.00	312.00
EE	STAFF ANALYST	6	10	489.70	650.00	362.00	462.00	362.00
J	INFORMATION MANAGER	19	20	554.80	900.00	312.00	575.00	650.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	145						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 4
(Michigan, Indiana, Ohio, Kentucky)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	27	123	198.82	312.00	132.00	195.00	212.00
B	WORD PROCESSING OPERATOR	43	461	268.85	437.00	137.00	237.00	387.00
C	WORD PROCESSING SPECIALIST I	44	375	265.02	487.00	165.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	36	118	287.46	487.00	185.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST	13	33	286.87	525.00	195.00	262.00	262.00
F	WORD PROCESSING TRAINER	6	7	304.85	387.00	237.00	287.00	312.00
G	PROOFREADER	15	33	242.33	387.00	175.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	36	47	360.13	650.00	165.00	337.00	362.00
I	WORD PROCESSING MANAGER	28	67	431.35	1,001.00	237.00	412.00	312.00
AA	ADMINISTRATIVE SECRETARY	18	207	336.95	525.00	155.00	312.00	525.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	14	300.87	525.00	185.00	287.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	7	315.57	562.00	262.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	*	13	424.53	525.00	362.00	412.00	387.00
EE	STAFF ANALYST	5*	5	547.40	650.00	387.00	525.00	525.00
J	INFORMATION MANAGER	15	24	572.20	900.00	262.00	525.00	650.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	169						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 5
(Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	15	107	197.10	312.00	142.00	145.00	212.00
B	WORD PROCESSING OPERATOR	25	192	228.84	337.00	137.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	21	98	253.09	362.00	165.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	61	284.95	387.00	212.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	4*	11	241.54	337.00	212.00	237.00	237.00
F	WORD PROCESSING TRAINER	5*	6	265.12	312.00	237.00	262.00	237.00
G	PROOFREADER	5*	10	227.30	262.00	165.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	23	45	332.84	575.00	212.00	337.00	312.00
I	WORD PROCESSING MANAGER	13	27	394.92	750.00	237.00	387.00	237.00
AA	ADMINISTRATIVE SECRETARY	12	54	274.46	337.00	165.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	29	312.82	412.00	175.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	8	396.37	437.00	287.00	412.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	7	390.57	487.00	287.00	387.00	412.00
EE	STAFF ANALYST	2*	6	337.00	362.00	312.00	337.00	312.00
J	INFORMATION MANAGER	11	14	561.42	1,001.00	312.00	487.00	650.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	75						

*Small samples produce less significant data
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 6
(Illinois, Nebraska, Kansas, Missouri)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	43	157	222.38	462.00	132.00	212.00	212.00
B	WORD PROCESSING OPERATOR	49	495	261.67	525.00	107.00	262.00	212.00
C	WORD PROCESSING SPECIALIST I	50	407	285.80	487.00	165.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	44	163	292.23	575.00	185.00	287.00	212.00
E	PHOTOTYPESETTING SPECIALIST	16	38	261.05	462.00	165.00	237.00	237.00
F	WORD PROCESSING TRAINER	16	22	318.81	437.00	262.00	337.00	262.00
G	PROOFREADER	20	38	258.36	362.00	117.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	44	106	370.46	650.00	165.00	337.00	287.00
I	WORD PROCESSING MANAGER	41	78	450.44	1,001.00	237.00	437.00	412.00
AA	ADMINISTRATIVE SECRETARY	17	599	326.72	487.00	107.00	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	15	142	380.31	525.00	212.00	412.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	18	432.16	750.00	262.00	462.00	487.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	15	492.26	650.00	312.00	487.00	525.00
EE	STAFF ANALYST	9	15	483.00	650.00	312.00	462.00	437.00
J	INFORMATION MANAGER	24	32	616.31	1,001.00	237.00	575.00	750.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	177						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 7
(Arkansas, Texas, Oklahoma, Louisiana)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	34	134	214.88	362.00	147.00	212.00	237.00
B	WORD PROCESSING OPERATOR	50	402	261.12	412.00	147.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	42	255	287.40	437.00	165.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	34	121	319.90	462.00	195.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	12	20	289.50	412.00	212.00	287.00	262.00
F	WORD PROCESSING TRAINER	15	23	323.43	462.00	175.00	312.00	312.00
G	PROOFREADER	19	50	275.68	487.00	155.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	49	111	389.21	750.00	212.00	362.00	362.00
I	WORD PROCESSING MANAGER	33	75	466.69	750.00	212.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	19	243	279.74	487.00	107.00	287.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	151	323.25	487.00	212.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	11	354.54	525.00	142.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	28	467.96	750.00	262.00	437.00	437.00
EE	STAFF ANALYST	7	11	579.36	1,001.00	337.00	487.00	437.00
J	INFORMATION MANAGER	25	27	648.55	1,001.00	262.00	575.00	750.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	183						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 8
(Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	21	124	213.66	362.00	147.00	212.00	212.00
B	WORD PROCESSING OPERATOR	30	251	232.73	387.00	107.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	28	194	260.74	387.00	175.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	77	298.51	362.00	127.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	6	30	306.16	362.00	237.00	312.00	312.00
F	WORD PROCESSING TRAINER	12	16	313.56	487.00	237.00	287.00	237.00
G	PROOFREADER	10	20	267.30	487.00	185.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	30	84	351.59	525.00	237.00	337.00	312.00
I	WORD PROCESSING MANAGER	18	32	455.37	900.00	287.00	437.00	337.00
AA	ADMINISTRATIVE SECRETARY	14	46	234.50	312.00	175.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	31	291.96	437.00	175.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	274.50	312.00	237.00	287.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	11	527.09	1,001.00	337.00	487.00	575.00
EE	STAFF ANALYST	6	10	448.40	650.00	337.00	437.00	362.00
J	INFORMATION MANAGER	14	18	554.00	1,001.00	312.00	525.00	650.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	116						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ZIP CODE REGION 9
(California, Washington, Oregon, Hawaii)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	47	178	241.93	362.00	137.00	237.00	212.00
B	WORD PROCESSING OPERATOR	65	484	275.17	487.00	107.00	262.00	287.00
C	WORD PROCESSING SPECIALIST I	69	480	312.00	525.00	155.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	54	222	342.83	575.00	107.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	16	32	308.87	387.00	212.00	312.00	337.00
F	WORD PROCESSING TRAINER	16	21	355.28	650.00	107.00	312.00	312.00
G	PROOFREADER	30	94	302.95	487.00	212.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	62	181	388.27	1,001.00	107.00	387.00	312.00
I	WORD PROCESSING MANAGER	46	92	478.73	750.00	287.00	462.00	650.00
AA	ADMINISTRATIVE SECRETARY	29	559	267.43	525.00	185.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	21	179	352.37	525.00	212.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	15	383.66	487.00	262.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	20	22	562.27	900.00	287.00	525.00	650.00
EE	STAFF ANALYST	17	50	460.36	1,001.00	312.00	437.00	462.00
J	INFORMATION MANAGER	31	41	602.95	1,001.00	312.00	525.00	525.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	268						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ATLANTA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	22	210.81	262.00	155.00	212.00	212.00
B	WORD PROCESSING OPERATOR	15	51	238.80	337.00	155.00	237.00	262.00
C	WORD PROCESSING SPECIALIST I	11	33	269.06	437.00	195.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	24	280.16	412.00	175.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	253.66	287.00	212.00	262.00	262.00
F	WORD PROCESSING TRAINER	3*	3	287.00	312.00	262.00	262.00	262.00
G	PROOFREADER	5*	10	223.50	287.00	185.00	212.00	185.00
H	WORD PROCESSING SUPERVISOR	13	19	333.73	650.00	212.00	312.00	337.00
I	WORD PROCESSING MANAGER	8	12	402.66	650.00	312.00	362.00	337.00
AA	ADMINISTRATIVE SECRETARY	5*	20	247.80	312.00	195.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	6	312.00	362.00	287.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	5	302.00	312.00	287.00	287.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	4	402.75	650.00	287.00	337.00	287.00
EE	STAFF ANALYST	3*	4	487.25	575.00	362.00	487.00	362.00
J	INFORMATION MANAGER	4*	4	562.25	750.00	362.00	575.00	362.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	34						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

BALTIMORE
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	41	181.07	237.00	155.00	175.00	165.00
B	WORD PROCESSING OPERATOR	13	73	218.16	312.00	155.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	14	43	258.41	337.00	185.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	17	276.70	337.00	212.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	4*	4	274.50	337.00	212.00	287.00	212.00
F	WORD PROCESSING TRAINER	1*	2	337.00	337.00	337.00	337.00	337.00
G	PROOFREADER	2*	2	224.50	237.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	12	29	321.48	487.00	212.00	287.00	287.00
I	WORD PROCESSING MANAGER	6	8	437.12	650.00	312.00	412.00	337.00
AA	ADMINISTRATIVE SECRETARY	6	40	220.00	312.00	155.00	212.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	26	284.11	337.00	237.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	12	322.41	387.00	262.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	2	424.50	437.00	412.00	412.00	412.00
EE	STAFF ANALYST	2*	3	395.33	487.00	337.00	337.00	337.00
J	INFORMATION MANAGER	3*	4	762.50	900.00	650.00	750.00	750.00
	AVERAGE HRS/WK	38.3						
	COMPANIES RESPONDING	37						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

BOSTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	14	77	207.44	287.00	147.00	195.00	185.00
B	WORD PROCESSING OPERATOR	15	148	244.25	362.00	155.00	237.00	262.00
C	WORD PROCESSING SPECIALIST I	18	140	268.98	362.00	175.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	82	274.50	362.00	212.00	262.00	212.00
E	PHOTOTYPESETTING SPECIALIST	8	15	292.00	387.00	262.00	287.00	262.00
F	WORD PROCESSING TRAINER	9	16	311.18	575.00	195.00	312.00	312.00
G	PROOFREADER	7	23	245.69	362.00	175.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	19	55	343.14	525.00	237.00	337.00	362.00
I	WORD PROCESSING MANAGER	11	24	438.70	650.00	262.00	437.00	312.00
AA	ADMINISTRATIVE SECRETARY	7	36	263.05	362.00	142.00	262.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	15	310.33	412.00	212.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	370.33	487.00	262.00	337.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	6	585.16	900.00	312.00	575.00	312.00
EE	STAFF ANALYST	4*	4	452.75	525.00	412.00	437.00	412.00
J	INFORMATION MANAGER	12	17	590.29	1,001.00	312.00	525.00	362.00
	AVERAGE HRS/WK	37.5						
	COMPANIES RESPONDING	75						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

CHICAGO
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	16	89	222.28	337.00	132.00	212.00	212.00
B	WORD PROCESSING OPERATOR	17	138	253.87	362.00	165.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	11	106	280.86	412.00	212.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	35	314.14	387.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	312.00	337.00	262.00	312.00	337.00
F	WORD PROCESSING TRAINER	8	11	337.00	437.00	262.00	337.00	337.00
G	PROOFREADER	7	15	267.86	362.00	117.00	262.00	287.00
H	WORD PROCESSING SUPERVISOR	12	54	387.38	525.00	212.00	412.00	412.00
I	WORD PROCESSING MANAGER	12	25	449.56	650.00	337.00	437.00	487.00
AA	ADMINISTRATIVE SECRETARY	4*	78	292.44	362.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	27	341.62	437.00	262.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	4	394.50	487.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	9	505.33	650.00	312.00	487.00	525.00
EE	STAFF ANALYST	2*	7	503.28	650.00	437.00	462.00	437.00
J	INFORMATION MANAGER	5*	9	697.33	1,001.00	387.00	575.00	1,001.00
	AVERAGE HRS/WK	38.1						
	COMPANIES RESPONDING	56						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

DALLAS/FT. WORTH
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	56	226.07	312.00	175.00	237.00	237.00
B	WORD PROCESSING OPERATOR	19	181	271.18	387.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	17	153	284.55	412.00	212.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	16	57	322.08	462.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	7	9	270.33	337.00	212.00	262.00	237.00
F	WORD PROCESSING TRAINER	7	10	322.00	437.00	237.00	312.00	312.00
G	PROOFREADER	10	29	266.41	412.00	155.00	262.00	287.00
H	WORD PROCESSING SUPERVISOR	20	51	388.54	575.00	262.00	362.00	362.00
I	WORD PROCESSING MANAGER	13	32	484.43	750.00	337.00	462.00	412.00
AA	ADMINISTRATIVE SECRETARY	7	130	265.56	362.00	107.00	262.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	101	312.00	462.00	212.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	6	376.66	525.00	262.00	387.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	16	448.87	750.00	312.00	412.00	312.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	8	16	651.30	1,001.00	287.00	487.00	1,001.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	73						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

DENVER
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	60	250.10	362.00	185.00	237.00	237.00
B	WORD PROCESSING OPERATOR	15	118	242.37	387.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	13	77	277.79	362.00	195.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	19	313.73	362.00	195.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	4*	5	297.00	362.00	237.00	287.00	237.00
F	WORD PROCESSING TRAINER	4*	5	312.00	387.00	237.00	312.00	237.00
G	PROOFREADER	2*	6	278.33	487.00	185.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	14	26	340.80	487.00	237.00	387.00	487.00
I	WORD PROCESSING MANAGER	9	15	426.26	650.00	287.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	7	24	233.50	312.00	195.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	15	306.20	412.00	175.00	312.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	466.33	525.00	387.00	462.00	387.00
EE	STAFF ANALYST	1*	1	575.00	575.00	575.00	575.00	575.00
J	INFORMATION MANAGER	5*	5	627.40	750.00	462.00	575.00	750.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	45						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

DETROIT
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	32	211.62	262.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	13	90	266.21	437.00	175.00	262.00	212.00
C	WORD PROCESSING SPECIALIST I	12	91	285.98	362.00	195.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	24	315.12	462.00	212.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	8	278.62	362.00	195.00	262.00	262.00
F	WORD PROCESSING TRAINER	3*	3	287.00	337.00	237.00	262.00	237.00
G	PROOFREADER	4*	7	276.28	387.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	10	29	395.20	525.00	237.00	362.00	487.00
I	WORD PROCESSING MANAGER	8	16	484.87	750.00	312.00	462.00	462.00
AA	ADMINISTRATIVE SECRETARY	4*	64	350.67	462.00	237.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	16	404.18	487.00	287.00	387.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	387.00	387.00	387.00	387.00	387.00
EE	STAFF ANALYST	1*	1	525.00	525.00	525.00	525.00	525.00
J	INFORMATION MANAGER	4*	5	622.40	900.00	387.00	575.00	650.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	39						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

FLORIDA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	80	183.38	362.00	142.00	175.00	175.00
B	WORD PROCESSING OPERATOR	14	125	228.54	362.00	155.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	16	70	242.98	387.00	142.00	237.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	59	257.10	387.00	175.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	5*	11	227.90	287.00	212.00	212.00	212.00
F	WORD PROCESSING TRAINER	2*	5	291.60	487.00	185.00	212.00	212.00
G	PROOFREADER	5*	10	262.60	337.00	155.00	262.00	337.00
H	WORD PROCESSING SUPERVISOR	14	58	316.41	575.00	155.00	287.00	262.00
I	WORD PROCESSING MANAGER	7	13	372.69	650.00	212.00	312.00	312.00
AA	ADMINISTRATIVE SECRETARY	6	129	196.47	437.00	147.00	185.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	69	226.89	312.00	195.00	212.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	8	236.75	262.00	185.00	237.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	7	306.71	525.00	237.00	262.00	237.00
EE	STAFF ANALYST	2*	2	412.00	462.00	362.00	437.00	362.00
J	INFORMATION MANAGER	7	7	460.42	650.00	312.00	437.00	312.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	79						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

HOUSTON
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	25	256.84	362.00	185.00	262.00	262.00
B	WORD PROCESSING OPERATOR	14	78	295.65	412.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	14	61	319.78	437.00	212.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	33	359.72	462.00	212.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	5*	7	329.85	412.00	287.00	312.00	312.00
F	WORD PROCESSING TRAINER	5*	9	345.33	462.00	237.00	337.00	362.00
G	PROOFREADER	6	13	317.76	487.00	237.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	14	31	437.54	750.00	287.00	437.00	525.00
I	WORD PROCESSING MANAGER	10	22	504.90	750.00	237.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	5*	80	315.12	487.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	19	394.89	487.00	312.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	6	449.66	575.00	437.00	462.00	462.00
EE	STAFF ANALYST	2*	3	624.66	900.00	487.00	487.00	487.00
J	INFORMATION MANAGER	9	9	645.66	900.00	412.00	575.00	412.00
	AVERAGE HRS/WK	39.6						
	COMPANIES RESPONDING	54						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most-frequent occurrence

INDIANAPOLIS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	6	189.00	212.00	165.00	185.00	175.00
B	WORD PROCESSING OPERATOR	7	28	207.07	287.00	175.00	195.00	212.00
C	WORD PROCESSING SPECIALIST I	7	17	265.29	412.00	185.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	13	268.38	487.00	195.00	237.00	212.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	262.00	262.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	1*	2	312.00	312.00	312.00	312.00	312.00
G	PROOFREADER	1*	1	312.00	312.00	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	6	8	407.57	575.00	237.00	262.00	262.00
I	WORD PROCESSING MANAGER	4*	7	337.00	487.00	237.00	312.00	312.00
AA	ADMINISTRATIVE SECRETARY	4*	7	225.28	262.00	155.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	2*	2	456.00	525.00	387.00	487.00	387.00
J	INFORMATION MANAGER	5*	5	604.00	750.00	487.00	525.00	487.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	23						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

LINCOLN/OMAHA
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	21	195.14	212.00	155.00	195.00	212.00
B	WORD PROCESSING OPERATOR	13	111	273.71	337.00	155.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	14	83	270.39	362.00	165.00	262.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	17	259.88	412.00	185.00	212.00	212.00
E	PHOTOTYPESETTING SPECIALIST	7	11	244.36	362.00	165.00	237.00	237.00
F	WORD PROCESSING TRAINER	4*	7	304.85	362.00	262.00	262.00	262.00
G	PROOFREADER	5*	7	258.85	337.00	165.00	237.00	262.00
H	WORD PROCESSING SUPERVISOR	11	30	399.66	575.00	237.00	337.00	575.00
I	WORD PROCESSING MANAGER	13	18	438.55	650.00	287.00	387.00	650.00
AA	ADMINISTRATIVE SECRETARY	4*	14	212.14	262.00	155.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	24	258.87	362.00	212.00	237.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	504.00	525.00	462.00	487.00	525.00
EE	STAFF ANALYST	1*	1	412.00	412.00	412.00	412.00	412.00
J	INFORMATION MANAGER	5*	6	606.00	900.00	287.00	575.00	900.00
	AVERAGE HRS/WK	39.6						
	COMPANIES RESPONDING	40						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

LOS ANGELES
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	17	68	244.42	362.00	137.00	237.00	237.00
B	WORD PROCESSING OPERATOR	20	150	287.30	412.00	107.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	22	185	357.19	525.00	185.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	89	350.77	575.00	212.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	319.14	362.00	262.00	312.00	337.00
F	WORD PROCESSING TRAINER	6	8	328.62	525.00	107.00	312.00	312.00
G	PROOFREADER	12	51	288.98	412.00	212.00	287.00	312.00
H	WORD PROCESSING SUPERVISOR	22	75	405.01	575.00	107.00	387.00	362.00
I	WORD PROCESSING MANAGER	16	36	503.63	650.00	362.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	11	118	300.45	525.00	212.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	108	366.87	525.00	212.00	362.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	8	549.87	900.00	387.00	650.00	650.00
EE	STAFF ANALYST	5*	6	499.66	750.00	412.00	437.00	412.00
J	INFORMATION MANAGER	8	10	670.10	1,001.00	412.00	575.00	575.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	108						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

MINNEAPOLIS/ST. PAUL
(zip code region 5)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	17	206.70	237.00	185.00	212.00	212.00
B	WORD PROCESSING OPERATOR	9	35	240.31	312.00	195.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	8	25	251.00	287.00	212.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	16	280.75	362.00	212.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	274.50	337.00	212.00	312.00	212.00
F	WORD PROCESSING TRAINER	3*	3	270.33	287.00	262.00	262.00	262.00
G	PROOFREADER	2*	4	230.75	262.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	10	11	300.63	412.00	212.00	287.00	337.00
I	WORD PROCESSING MANAGER	7	11	423.45	575.00	337.00	387.00	362.00
AA	ADMINISTRATIVE SECRETARY	6	24	278.58	337.00	185.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	12	310.83	387.00	175.00	312.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	3	378.66	387.00	362.00	362.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	424.50	437.00	412.00	412.00	412.00
EE	STAFF ANALYST	1*	1	337.00	337.00	337.00	337.00	337.00
J	INFORMATION MANAGER	4*	4	481.00	650.00	312.00	487.00	312.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	23						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

NEW JERSEY
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	34	210.85	237.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	16	119	277.49	437.00	165.00	262.00	337.00
C	WORD PROCESSING SPECIALIST I	15	79	271.88	462.00	185.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	33	290.78	387.00	237.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	312.00	337.00	262.00	312.00	337.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	4*	8	271.37	387.00	212.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	12	43	373.67	650.00	262.00	337.00	337.00
I	WORD PROCESSING MANAGER	15	24	486.12	750.00	312.00	462.00	312.00
AA	ADMINISTRATIVE SECRETARY	7	88	320.25	487.00	165.00	312.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	19	355.42	437.00	212.00	362.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	8	435.50	525.00	337.00	487.00	487.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	568.50	750.00	387.00	650.00	387.00
EE	STAFF ANALYST	3*	8	446.37	487.00	337.00	462.00	487.00
J	INFORMATION MANAGER	8	10	671.30	1,001.00	262.00	650.00	437.00
	AVERAGE HRS/WK	37.4						
	COMPANIES RESPONDING	52						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

NEW YORK CITY
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	24	254	217.37	387.00	147.00	212.00	237.00
B	WORD PROCESSING OPERATOR	29	504	272.86	412.00	117.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	30	196	288.29	437.00	185.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	77	325.74	462.00	195.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	9	25	288.00	412.00	212.00	262.00	212.00
F	WORD PROCESSING TRAINER	8	15	407.13	525.00	312.00	362.00	362.00
G	PROOFREADER	10	45	228.57	362.00	155.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	29	89	390.98	1,001.00	262.00	362.00	362.00
I	WORD PROCESSING MANAGER	22	41	502.51	1,001.00	287.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	10	645	272.68	387.00	175.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	146	352.59	525.00	262.00	337.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	76	402.68	650.00	287.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	20	398.90	525.00	337.00	387.00	387.00
EE	STAFF ANALYST	9	23	518.78	1,001.00	387.00	462.00	387.00
J	INFORMATION MANAGER	14	23	699.60	1,001.00	437.00	650.00	525.00
	AVERAGE HRS/WK	36.9						
	COMPANIES RESPONDING	103						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

OAKLAND/SAN FRANCISCO
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	29	286.93	362.00	185.00	287.00	362.00
B	WORD PROCESSING OPERATOR	12	97	300.65	487.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	15	82	329.37	437.00	237.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	41	381.39	487.00	187.00	362.00	312.00
E	PHOTOTYPESETTING SPECIALIST	1*	4	349.50	587.00	287.00	362.00	587.00
F	WORD PROCESSING TRAINER	4*	5	414.60	650.00	312.00	337.00	312.00
G	PROOFREADER	5*	12	380.75	487.00	287.00	312.00	487.00
H	WORD PROCESSING SUPERVISOR	12	27	441.70	525.00	287.00	462.00	462.00
I	WORD PROCESSING MANAGER	8	15	509.80	750.00	312.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	23	278.56	362.00	185.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	20	329.50	387.00	237.00	337.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	8	415.12	487.00	362.00	412.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	581.00	750.00	412.00	650.00	412.00
EE	STAFF ANALYST	2*	2	437.00	437.00	437.00	437.00	437.00
J	INFORMATION MANAGER	3*	3	850.00	900.00	750.00	750.00	900.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	39						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PHILADELPHIA
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	61	185.70	337.00	112.00	175.00	175.00
B	WORD PROCESSING OPERATOR	17	141	239.33	387.00	165.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	19	152	266.32	412.00	155.00	262.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	80	304.18	412.00	212.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	251.28	287.00	212.00	262.00	262.00
F	WORD PROCESSING TRAINER	2*	2	274.50	312.00	237.00	287.00	237.00
G	PROOFREADER	6	16	233.31	312.00	165.00	212.00	195.00
H	WORD PROCESSING SUPERVISOR	16	54	376.37	650.00	262.00	362.00	362.00
I	WORD PROCESSING MANAGER	12	23	459.47	750.00	262.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	11	200	272.48	525.00	165.00	262.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	46	313.36	575.00	212.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	5	437.00	462.00	337.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	13	444.84	575.00	262.00	437.00	387.00
EE	STAFF ANALYST	3*	15	426.26	650.00	387.00	387.00	387.00
J	INFORMATION MANAGER	9	13	656.76	1,001.00	337.00	575.00	1,001.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	68						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PITTSBURGH
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	31	273.58	362.00	142.00	237.00	237.00
B	WORD PROCESSING OPERATOR	15	86	273.89	387.00	195.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	17	49	304.34	437.00	212.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	19	337.00	437.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	299.50	312.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER	1*	1	575.00	575.00	575.00	575.00	575.00
G	PROOFREADER	1*	5	206.20	237.00	185.00	195.00	185.00
H	WORD PROCESSING SUPERVISOR	14	22	389.40	650.00	237.00	337.00	312.00
I	WORD PROCESSING MANAGER	7	8	466.87	750.00	312.00	412.00	312.00
AA	ADMINISTRATIVE SECRETARY	5*	9	298.11	387.00	212.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	6	399.50	412.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	575.00	575.00	575.00	575.00	575.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	596.75	650.00	437.00	650.00	650.00
EE	STAFF ANALYST	6	7	490.71	650.00	387.00	487.00	487.00
J	INFORMATION MANAGER	4*	4	650.00	900.00	525.00	575.00	525.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	38						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PORTLAND
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	18	207.22	262.00	175.00	212.00	212.00
B	WORD PROCESSING OPERATOR	12	56	254.85	312.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	12	52	273.05	362.00	212.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	24	315.12	412.00	237.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	274.50	337.00	237.00	262.00	237.00
F	WORD PROCESSING TRAINER	2*	2	443.50	525.00	362.00	487.00	362.00
G	PROOFREADER	2*	6	287.00	362.00	212.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	9	26	339.88	412.00	262.00	337.00	312.00
I	WORD PROCESSING MANAGER	9	13	425.53	750.00	287.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	5*	76	259.23	362.00	185.00	262.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	12	320.33	362.00	212.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	4	330.75	362.00	287.00	337.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	368.25	412.00	287.00	387.00	412.00
EE	STAFF ANALYST	3*	5	732.60	1,001.00	412.00	750.00	750.00
J	INFORMATION MANAGER	4*	8	510.75	1,001.00	337.00	387.00	337.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	34						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

WASHINGTON DC
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	68	224.20	337.00	175.00	195.00	195.00
B	WORD PROCESSING OPERATOR	14	126	291.17	437.00	155.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	15	122	313.42	462.00	195.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	27	324.96	437.00	262.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST	3*	8	255.00	362.00	185.00	237.00	185.00
F	WORD PROCESSING TRAINER	4*	4	305.75	387.00	237.00	312.00	237.00
G	PROOFREADER	6	57	278.89	362.00	212.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	12	39	370.05	650.00	212.00	362.00	337.00
I	WORD PROCESSING MANAGER	10	49	340.02	900.00	185.00	287.00	185.00
AA	ADMINISTRATIVE SECRETARY	4*	31	251.96	337.00	195.00	237.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	26	309.11	487.00	212.00	312.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	3	387.00	412.00	337.00	387.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
EE	STAFF ANALYST	3*	13	470.84	575.00	237.00	462.00	462.00
J	INFORMATION MANAGER	10	19	632.78	900.00	312.00	575.00	575.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	60						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

TOTAL CANADA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	47	276	264.31	462.00	122.00	262.00	262.00
B	WORD PROCESSING OPERATOR	63	787	299.81	575.00	127.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	60	402	324.56	525.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	51	165	339.05	525.00	195.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	15	32	355.75	462.00	262.00	362.00	362.00
F	WORD PROCESSING TRAINER	12	43	405.34	650.00	312.00	387.00	387.00
G	PROOFREADER	24	61	333.72	462.00	212.00	312.00	287.00
H	WORD PROCESSING SUPERVISOR	55	168	397.91	900.00	262.00	387.00	337.00
I	WORD PROCESSING MANAGER	38	76	546.34	1,001.00	262.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	35	308	344.68	437.00	155.00	337.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	23	155	390.50	650.00	262.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	15	33	398.42	650.00	262.00	362.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	14	18	627.00	1,001.00	387.00	575.00	650.00
EE	STAFF ANALYST	15	23	606.95	1,001.00	387.00	575.00	575.00
J	INFORMATION MANAGER	27	44	692.84	1,001.00	195.00	650.00	650.00
	AVERAGE HRS/WK	36.5						
	COMPANIES RESPONDING	270						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

MONTREAL

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	40	260.22	337.00	147.00	262.00	262.00
B	WORD PROCESSING OPERATOR	17	132	323.65	412.00	185.00	337.00	362.00
C	WORD PROCESSING SPECIALIST I	14	42	310.80	412.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	12	349.50	487.00	212.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	4*	11	362.00	387.00	287.00	362.00	387.00
F	WORD PROCESSING TRAINER	1*	2	362.00	362.00	362.00	362.00	362.00
G	PROOFREADER	5*	16	362.00	437.00	237.00	362.00	437.00
H	WORD PROCESSING SUPERVISOR	13	21	422.85	575.00	287.00	387.00	337.00
I	WORD PROCESSING MANAGER	6	7	535.57	650.00	412.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	5*	109	378.67	412.00	155.00	412.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	24	390.70	525.00	262.00	387.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	6	399.50	437.00	362.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	437.00	462.00	412.00	437.00	412.00
EE	STAFF ANALYST	1*	1	900.00	900.00	900.00	900.00	900.00
J	INFORMATION MANAGER	5*	5	615.00	750.00	525.00	575.00	575.00
	AVERAGE HRS/WK	36.1						
	COMPANIES RESPONDING	33						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

OTTAWA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	32	275.93	337.00	185.00	287.00	312.00
B	WORD PROCESSING OPERATOR	7	64	294.42	337.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	7	70	329.14	387.00	237.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	20	338.25	412.00	262.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	3*	4	374.50	412.00	337.00	387.00	337.00
G	PROOFREADER	4*	14	337.00	387.00	312.00	337.00	312.00
H	WORD PROCESSING SUPERVISOR	7	20	388.90	525.00	312.00	387.00	437.00
I	WORD PROCESSING MANAGER	4*	10	537.30	750.00	387.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	5*	17	295.82	337.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	4	318.25	412.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	362.00	412.00	312.00	387.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	654.33	1,001.00	387.00	525.00	387.00
EE	STAFF ANALYST	3*	3	654.33	1,001.00	437.00	487.00	437.00
J	INFORMATION MANAGER	2*	4	806.75	1,001.00	575.00	900.00	1,001.00
	AVERAGE HRS/WK	37.0						
	COMPANIES RESPONDING	22						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

TORONTO

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	19	128	254.29	337.00	122.00	262.00	237.00
B	WORD PROCESSING OPERATOR	28	355	285.17	362.00	165.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	22	174	313.43	387.00	212.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	24	92	333.19	525.00	195.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	4*	10	354.50	437.00	312.00	362.00	362.00
F	WORD PROCESSING TRAINER	5*	8	404.25	650.00	312.00	387.00	312.00
G	PROOFREADER	9	16	274.18	362.00	212.00	262.00	212.00
H	WORD PROCESSING SUPERVISOR	19	63	386.55	525.00	262.00	387.00	412.00
I	WORD PROCESSING MANAGER	18	37	494.32	1,001.00	262.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	15	112	330.30	437.00	212.00	337.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	68	360.52	437.00	287.00	362.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	18	350.88	437.00	262.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	550.00	575.00	525.00	525.00	525.00
EE	STAFF ANALYST	5*	7	549.85	750.00	387.00	525.00	575.00
J	INFORMATION MANAGER	11	18	637.22	1,001.00	195.00	575.00	1,001.00
	AVERAGE HRS/WK	36.2						
	COMPANIES RESPONDING	135						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

AEROSPACE INDUSTRY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	26	242.03	312.00	155.00	212.00	312.00
B	WORD PROCESSING OPERATOR	10	152	272.09	412.00	175.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	12	166	314.53	462.00	185.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	54	352.27	462.00	212.00	362.00	412.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	278.66	337.00	237.00	262.00	262.00
F	WORD PROCESSING TRAINER	2*	3	287.00	312.00	262.00	262.00	262.00
G	PROOFREADER	3*	15	285.33	487.00	212.00	287.00	212.00
H	WORD PROCESSING SUPERVISOR	10	24	424.04	650.00	287.00	437.00	487.00
I	WORD PROCESSING MANAGER	7	17	585.88	750.00	437.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	3*	452	334.73	462.00	212.00	337.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	73	434.26	462.00	312.00	437.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	8	465.12	487.00	387.00	462.00	487.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	5	641.66	750.00	525.00	575.00	525.00
EE	STAFF ANALYST	3*	4	481.00	575.00	412.00	487.00	412.00
J	INFORMATION MANAGER	3*	5	833.66	1,001.00	750.00	750.00	750.00
	AVERAGE HRS/WK	40.4						
	COMPANIES RESPONDING	54						

*Small samples produce less significant data.
MEDIAN: Middle occurrence.
MODE: Most frequent occurrence

CHEMICAL/ALLIED PRODUCTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	15	211.65	287.00	175.00	212.00	212.00
B	WORD PROCESSING OPERATOR	12	91	268.86	337.00	212.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	12	64	294.56	412.00	212.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	30	348.50	462.00	262.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	5	305.60	312.00	287.00	287.00	312.00
F	WORD PROCESSING TRAINER	1*	1	337.00	337.00	337.00	337.00	337.00
G	PROOFREADER	2*	3	287.00	287.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	11	23	423.87	575.00	287.00	437.00	437.00
I	WORD PROCESSING MANAGER	9	11	525.90	750.00	412.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	6	170	280.97	362.00	2[illegible].00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	112	347.71	487.00	262.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	11	490.72	525.00	337.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	3	566.66	650.00	525.00	525.00	525.00
EE	STAFF ANALYST	1*	1	437.00	437.00	437.00	437.00	437.00
J	INFORMATION MANAGER	4*	4	759.50	1,001.00	487.00	750.00	487.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	24						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

FOOD/TOBACCO
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	15	219.13	287.00	175.00	212.00	237.00
B	WORD PROCESSING OPERATOR	16	77	247.18	337.00	165.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	12	64	292.85	412.00	212.00	287.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	25	323.00	387.00	262.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	337.00	387.00	287.00	337.00	287.00
F	WORD PROCESSING TRAINER	1*	1	337.00	337.00	337.00	337.00	337.00
G	PROOFREADER	4*	7	287.00	337.00	237.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	13	24	393.79	525.00	262.00	412.00	312.00
I	WORD PROCESSING MANAGER	5*	6	524.83	650.00	387.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	4*	14	264.21	437.00	185.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	6	324.50	462.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	468.50	525.00	412.00	487.00	412.00
EE	STAFF ANALYST	1*	1	487.00	487.00	487.00	487.00	487.00
J	INFORMATION MANAGER	5*	5	662.40	1,001.00	437.00	487.00	487.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	33						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PETROLEUM/COAL/RUBBER
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	18	259.66	312.00	195.00	262.00	212.00
B	WORD PROCESSING OPERATOR	12	102	277.93	387.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	14	86	319.12	525.00	237.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	43	368.11	575.00	212.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	4*	8	349.50	412.00	312.00	337.00	337.00
F	WORD PROCESSING TRAINER	3*	4	390.25	525.00	312.00	362.00	312.00
G	PROOFREADER	4*	6	303.66	337.00	262.00	312.00	337.00
H	WORD PROCESSING SUPERVISOR	10	55	440.74	750.00	312.00	412.00	362.00
I	WORD PROCESSING MANAGER	10	18	556.77	750.00	362.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	4*	119	298.97	437.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	110	366.67	525.00	212.00	362.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	7	573.00	750.00	437.00	525.00	650.00
EE	STAFF ANALYST	3*	4	671.75	900.00	487.00	650.00	650.00
J	INFORMATION MANAGER	4*	6	881.66	1,001.00	487.00	900.00	1,001.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	45						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PRINTING/PUBLISHING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	7	222.71	237.00	212.00	212.00	212.00
B	WORD PROCESSING OPERATOR	8	21	207.57	287.00	147.00	185.00	175.00
C	WORD PROCESSING SPECIALIST I	9	16	255.06	312.00	185.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	5	292.00	337.00	262.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	241.16	312.00	212.00	237.00	237.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	3*	8	217.00	287.00	185.00	185.00	185.00
H	WORD PROCESSING SUPERVISOR	4*	4	299.50	387.00	237.00	312.00	237.00
I	WORD PROCESSING MANAGER	7	8	368.37	525.00	237.00	337.00	337.00
AA	ADMINISTRATIVE SECRETARY	1*	2	198.50	212.00	185.00	195.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	274.50	337.00	212.00	312.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	337.00	337.00	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	262.00	262.00	262.00	262.00	262.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	4*	4	675.00	1,001.00	462.00	650.00	462.00
	AVERAGE HRS/WK	38.2						
	COMPANIES RESPONDING	18						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

TEXTILE/APPAREL
(U.S.)

		NO. COMPANIES	NO EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	9	209.00	212.00	185.00	212.00	212.00
B	WORD PROCESSING OPERATOR	4*	25	231.84	262.00	185.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	3*	26	229.26	312.00	195.00	212.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	12	259.91	287.00	212.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00	387.00	387.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	4*	5	312.00	387.00	262.00	287.00	287.00
I	WORD PROCESSING MANAGER	4*	7	372.71	487.00	312.00	312.00	312.00
AA	ADMINISTRATIVE SECRETARY	1*	1	237.00	237.00	237.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	3	671.00	1,001.00	437.00	525.00	437.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	12						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

TRANSPORTATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	15	325.33	362.00	212.00	362.00	362.00
B	WORD PROCESSING OPERATOR	9	76	321.26	525.00	195.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	11	31	353.61	525.00	212.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	13	406.30	525.00	337.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	2*	2	468.50	575.00	362.00	525.00	362.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	9	16	392.56	575.00	262.00	362.00	337.00
I	WORD PROCESSING MANAGER	3*	4	609.25	750.00	387.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	3*	8	446.37	487.00	362.00	487.00	487.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	3	387.00	387.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	520.66	575.00	462.00	487.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST	4*	4	565.50	650.00	437.00	575.00	650.00
J	INFORMATION MANAGER	4*	4	825.25	1,001.00	650.00	750.00	650.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	18						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

INFORMATION SYSTEMS/PRODUCTS/MANUFACTURING/SALES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	13	217.69	287.00	107.00	212.00	195.00
B	WORD PROCESSING OPERATOR	10	35	264.51	337.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	12	44	286.72	437.00	175.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1	23	335.91	437.00	262.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	295.33	362.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	10	25	287.96	387.00	195.00	287.00	287.00
G	PROOFREADER	3*	7	287.00	337.00	237.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	4*	10	390.80	525.00	312.00	362.00	362.00
I	WORD PROCESSING MANAGER	7	13	422.69	650.00	312.00	387.00	312.00
AA	ADMINISTRATIVE SECRETARY	4	44	284.27	337.00	142.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	14	349.50	412.00	287.00	337.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	6	366.16	462.00	287.00	362.00	362.00
EE	STAFF ANALYST	1*	2	424.50	462.00	387.00	437.00	387.00
J	INFORMATION MANAGER	4*	7	698.28	1,001.00	412.00	650.00	750.00
	AVERAGE HRS/WK	39.8						
	COMPANIES RESPONDING	47						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

OTHER MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	20	110	235.25	312.00	165.00	237.00	237.00
B	WORD PROCESSING OPERATOR	23	273	263.*	387.00	107.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	28	231	295.70	525.00	195.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	107	323.41	575.00	195.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	6	11	314.27	387.00	212.00	312.00	337.00
F	WORD PROCESSING TRAINER	8	9	331.44	387.00	262.00	337.00	337.00
G	PROOFREADER	9	16	293.75	362.00	195.00	312.00	337.00
H	WORD PROCESSING SUPERVISOR	24	74	411.56	1,001.00	262.00	412.00	437.00
I	WORD PROCESSING MANAGER	20	41	524.46	900.00	287.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	12	145	333.00	462.00	107.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	38	349.78	462.00	175.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	5	302.00	362.00	262.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	11	458.72	650.00	287.00	437.00	437.00
EE	STAFF ANALYST	8	11	508.72	1,001.00	362.00	487.00	525.00
J	INFORMATION MANAGER	15	23	655.34	900.00	337.00	650.00	650.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	125						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

BANKING/CREDIT AGENCIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	30	247	188.61	262.00	132.00	185.00	175.00
B	WORD PROCESSING OPERATOR	32	377	237.11	337.00	137.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	32	250	255.27	362.00	155.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	28	147	278.53	362.00	185.00	287.00	312.00
E	PHOTOTYPESETTING SPECIALIST	6	20	263.25	412.00	212.00	237.00	212.00
F	WORD PROCESSING TRAINER	10	13	337.00	487.00	237.00	312.00	362.00
G	PROOFREADER	14	52	252.69	337.00	155.00	262.00	312.00
H	WORD PROCESSING SUPERVISOR	30	116	323.47	525.00	155.00	312.00	362.00
I	WORD PROCESSING MANAGER	27	70	401.20	650.00	237.00	362.00	312.00
AA	ADMINISTRATIVE SECRETARY	13	129	221.03	362.00	155.00	212.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	51	290.43	387.00	212.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	73	368.47	412.00	185.00	362.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	16	424.56	650.00	387.00	387.00	387.00
EE	STAFF ANALYST	9	25	427.60	575.00	337.00	387.00	387.00
J	INFORMATION MANAGER	14	18	553.38	1,001.00	262.00	525.00	525.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	148						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

EDUCATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	17	88	181.81	262.00	137.00	185.00	185.00
B	WORD PROCESSING OPERATOR	27	210	211.66	337.00	107.00	195.00	212.00
C	WORD PROCESSING SPECIALIST I	26	257	229.12	412.00	142.00	212.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	21	105	243.81	462.00	175.00	212.00	212.00
E	PHOTOTYPESETTING SPECIALIST	10	28	245.32	312.00	195.00	237.00	212.00
F	WORD PROCESSING TRAINER	14	31	377.61	650.00	185.00	362.00	237.00
G	PROOFREADER	11	28	241.78	487.00	117.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	26	79	294.63	487.00	165.00	287.00	262.00
I	WORD PROCESSING MANAGER	19	40	353.90	575.00	237.00	337.00	287.00
AA	ADMINISTRATIVE SECRETARY	20	709	254.07	387.00	147.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	17	470	262.97	487.00	175.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	14	313.78	487.00	212.00	262.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	10	378.40	1,001.00	237.00	312.00	237.00
EE	STAFF ANALYST	10	14	391.50	650.00	312.00	362.00	312.00
J	INFORMATION MANAGER	17	25	561.36	1,001.00	262.00	525.00	362.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	150						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

FEDERAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	101	188.40	237.00	137.00	195.00	195.00
B	WORD PROCESSING OPERATOR	12	167	223.22	362.00	175.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	12	115	243.15	337.00	175.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	99	267.86	387.00	195.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	7	32	289.34	312.00	212.00	312.00	312.00
F	WORD PROCESSING TRAINER	5*	6	255.83	312.00	175.00	262.00	262.00
G	PROOFREADER	7	16	277.62	362.00	212.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	14	40	321.40	525.00	212.00	312.00	312.00
I	WORD PROCESSING MANAGER	8	15	463.06	1,001.00	212.00	387.00	312.00
AA	ADMINISTRATIVE SECRETARY	4*	511	244.84	312.00	165.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	72	266.51	337.00	262.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	547.20	750.00	387.00	412.00	750.00
EE	STAFF ANALYST	6	41	471.29	1,001.00	312.00	462.00	462.00
J	INFORMATION MANAGER	9	17	689.64	1,001.00	587.00	650.00	750.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	37						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

STATE GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	27	219.29	362.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	14	109	242.91	412.00	175.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	13	73	259.26	362.00	212.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	35	268.42	337.00	212.00	262.00	287.00
E	PHOTOTYPESETTING SPECIALIST	4*	11	277.90	337.00	212.00	287.00	287.00
F	WORD PROCESSING TRAINER	1*	1	262.00	262.00	262.00	262.00	262.00
G	PROOFREADER	3*	5	220.33	237.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	13	27	306.44	412.00	237.00	287.00	287.00
I	WORD PROCESSING MANAGER	12	23	368.00	525.00	212.00	362.00	337.00
AA	ADMINISTRATIVE SECRETARY	2*	33	248.42	362.00	185.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	12	316.16	412.00	262.00	287.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	3*	5	539.80	650.00	412.00	487.00	650.00
J	INFORMATION MANAGER	7	15	511.30	750.00	337.00	487.00	387.00
	AVERAGE HRS/WK	38.3						
	COMPANIES RESPONDING	44						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

LOCAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	25	211.96	312.00	147.00	212.00	147.00
B	WORD PROCESSING OPERATOR	15	62	259.79	312.00	185.00	262.00	287.00
C	WORD PROCESSING SPECIALIST I	13	59	249.37	387.00	185.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	15	275.66	337.00	212.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	262.00	262.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	1*	1	237.00	237.00	237.00	237.00	237.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	11	24	349.00	525.00	237.00	362.00	387.00
I	WORD PROCESSING MANAGER	8	9	419.11	575.00	287.00	387.00	312.00
AA	ADMINISTRATIVE SECRETARY	7	18	277.16	487.00	195.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	10	254.50	387.00	212.00	212.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	4	581.00	900.00	312.00	650.00	312.00
EE	STAFF ANALYST	4*	18	408.55	525.00	312.00	387.00	387.00
J	INFORMATION MANAGER	7	8	537.37	650.00	262.00	575.00	650.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	43						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

INSURANCE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	30	367	197.17	387.00	142.00	165.00	175.00
B	WORD PROCESSING OPERATOR	33	625	228.23	525.00	132.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	30	461	252.89	437.00	132.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	31	174	269.43	575.00	175.00	262.00	212.00
E	PHOTOTYPESETTING SPECIALIST	14	56	262.91	362.00	195.00	262.00	262.00
F	WORD PROCESSING TRAINER	10	17	276.17	362.00	212.00	262.00	237.00
G	PROOFREADER	16	44	217.27	362.00	147.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	29	147	342.89	1,001.00	212.00	337.00	312.00
I	WORD PROCESSING MANAGER	26	93	444.78	1,001.00	237.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	7	40	240.35	387.00	165.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	55	309.07	525.00	212.00	262.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	8	343.87	462.00	142.00	337.00	142.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	14	436.00	900.00	312.00	387.00	312.00
EE	STAFF ANALYST	6	24	428.25	525.00	287.00	437.00	487.00
J	INFORMATION MANAGER	17	23	517.60	900.00	262.00	462.00	487.00
	AVERAGE HRS/WK	37.6						
	COMPANIES RESPONDING	185						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

INVESTMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	12	263.50	387.00	155.00	262.00	212.00
B	WORD PROCESSING OPERATOR	7	39	257.71	412.00	185.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	6	22	326.77	437.00	212.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	6	324.50	412.00	262.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	378.66	412.00	337.00	362.00	337.00
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00	387.00	387.00
G	PROOFREADER	1*	6	266.16	287.00	262.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	7	12	373.50	575.00	262.00	387.00	387.00
I	WORD PROCESSING MANAGER	3*	4	440.25	525.00	362.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	3*	8	242.50	437.00	165.00	212.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	237.00	237.00	237.00	237.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	287.00	312.00	262.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST	2*	3	545.66	650.00	412.00	525.00	412.00
J	INFORMATION MANAGER	3*	4	524.75	750.00	362.00	487.00	362.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	14						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

CONSTRUCTION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	24	226.58	287.00	212.00	212.00	212.00
B	WORD PROCESSING OPERATOR	7	14	251.28	287.00	212.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	6	11	277.27	362.00	155.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	7	333.42	437.00	287.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	362.00	362.00	362.00	362.00	362.00
G	PROOFREADER	1*	2	349.50	387.00	312.00	362.00	312.00
H	WORD PROCESSING SUPERVISOR	6	7	371.00	525.00	287.00	337.00	337.00
I	WORD PROCESSING MANAGER	5*	5	417.00	462.00	362.00	412.00	362.00
AA	ADMINISTRATIVE SECRETARY	1*	2	287.00	287.00	287.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	2	324.50	337.00	312.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	508.00	575.00	462.00	462.00	462.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	4*	4	562.25	750.00	362.00	650.00	750.00
	AVERAGE HRS/WK	39.7						
	COMPANIES RESPONDING	18						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

LEGAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	17	52	239.11	362.00	155.00	237.00	212.00
B	WORD PROCESSING OPERATOR	24	201	273.69	487.00	107.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	25	225	311.40	462.00	175.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	24	85	329.35	462.00	212.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	185.00	185.00	185.00	185.00	185.00
F	WORD PROCESSING TRAINER	3*	3	403.66	437.00	387.00	387.00	387.00
G	PROOFREADER	11	49	260.93	412.00	175.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	26	82	389.95	650.00	212.00	362.00	362.00
I	WORD PROCESSING MANAGER	14	60	352.16	650.00	185.00	337.00	185.00
AA	ADMINISTRATIVE SECRETARY	11	196	264.96	525.00	165.00	262.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	47	269.19	525.00	212.00	237.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	2	362.00	362.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	10	477.20	650.00	287.00	487.00	487.00
EE	STAFF ANALYST	1*	1	412.00	412.00	412.00	412.00	412.00
J	INFORMATION MANAGER	8	9	392.66	575.00	287.00	337.00	312.00
	AVERAGE HRS/WK	36.8						
	COMPANIES RESPONDING	119						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

MEDICAL CARE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	14	65	210.75	262.00	112.00	212.00	212.00
B	WORD PROCESSING OPERATOR	19	172	255.33	437.00	175.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	20	106	278.58	462.00	195.00	262.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	29	283.55	412.00	212.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	237.00	237.00	237.00	237.00	237.00
F	WORD PROCESSING TRAINER	1*	2	299.50	312.00	287.00	287.00	287.00
G	PROOFREADER	1*	1	387.00	387.00	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	21	35	329.88	525.00	212.00	312.00	337.00
I	WORD PROCESSING MANAGER	16	25	426.60	650.00	312.00	412.00	337.00
AA	ADMINISTRATIVE SECRETARY	7	87	221.11	362.00	185.00	212.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	312.00	412.00	262.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	262.00	262.00	262.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	456.00	650.00	262.00	575.00	262.00
EE	STAFF ANALYST	1*	1	412.00	412.00	412.00	412.00	412.00
J	INFORMATION MANAGER	4*	6	727.33	1,001.00	387.00	650.00	1,001.00
	AVERAGE HRS/WK	39.8						
	COMPANIES RESPONDING	54						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

ASSOCIATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	26	244.65	337.00	175.00	237.00	237.00
B	WORD PROCESSING OPERATOR	11	34	233.64	312.00	185.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	6	21	278.66	387.00	212.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	7	297.71	337.00	262.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	5*	7	304.85	362.00	212.00	312.00	312.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	4	255.75	262.00	237.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	10	12	334.91	487.00	262.00	312.00	262.00
I	WORD PROCESSING MANAGER	3*	8	426.12	575.00	337.00	412.00	437.00
AA	ADMINISTRATIVE SECRETARY	3*	20	251.80	337.00	175.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	8	368.25	437.00	312.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	487.00	487.00	487.00	487.00	487.00
J	INFORMATION MANAGER	5*	7	503.28	750.00	312.00	437.00	750.00
	AVERAGE HRS/WK	37.3						
	COMPANIES RESPONDING	24						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

OTHER PROFESSIONAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	22	158	229.76	362.00	155.00	237.00	237.00
B	WORD PROCESSING OPERATOR	26	453	293.51	437.00	112.00	287.00	387.00
C	WORD PROCESSING SPECIALIST I	28	192	265.34	487.00	195.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	86	301.94	412.00	107.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	7	17	289.23	525.00	212.00	262.00	262.00
F	WORD PROCESSING TRAINER	6	8	312.00	362.00	262.00	312.00	337.00
G	PROOFREADER	19	50	237.10	362.00	137.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	27	91	380.00	575.00	195.00	362.00	337.00
I	WORD PROCESSING MANAGER	19	40	445.62	1,001.00	237.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	18	680	293.90	525.00	175.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	14	172	329.66	525.00	237.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	12	26	362.00	487.00	287.00	337.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	13	21	450.23	650.00	312.00	387.00	387.00
EE	STAFF ANALYST	3*	5	650.00	1,001.00	412.00	575.00	412.00
J	INFORMATION MANAGER	15	23	635.30	1,001.00	312.00	575.00	650.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	142						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PUBLIC UTILITIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	17	81	254.23	362.00	175.00	237.00	185.00
B	WORD PROCESSING OPERATOR	21	385	295.83	412.00	155.00	287.00	337.00
C	WORD PROCESSING SPECIALIST I	19	165	317.91	412.00	175.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	64	357.70	487.00	237.00	337.00	287.00
E	PHOTOTYPESETTING SPECIALIST	8	9	309.22	381.50	262.00	287.00	287.00
F	WORD PROCESSING TRAINER	5*	5	316.16	387.00	287.00	312.00	312.00
G	PROOFREADER	9	22	337.60	487.00	237.00	337.00	237.00
H	WORD PROCESSING SUPERVISOR	20	64	446.66	650.00	237.00	437.00	575.00
I	WORD PROCESSING MANAGER	15	32	588.56	750.00	362.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	7	47	324.65	575.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	21	390.19	900.00	287.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	10	465.80	525.00	437.00	462.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	599.80	750.00	412.00	575.00	750.00
EE	STAFF ANALYST	10	15	503.53	650.00	337.00	462.00	462.00
J	INFORMATION MANAGER	12	16	694.50	1,001.00	412.00	650.00	900.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	70						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

RETAIL/WHOLESALE/IMPORT/EXPORT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	17	223.29	337.00	155.00	212.00	212.00
B	WORD PROCESSING OPERATOR	13	52	241.17	312.00	155.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	11	34	245.17	362.00	175.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	15	300.20	337.00	185.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	258.83	337.00	165.00	287.00	165.00
F	WORD PROCESSING TRAINER	3*	3	358.00	525.00	237.00	287.00	237.00
G	PROOFREADER	2*	5	242.00	312.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	8	11	340.45	650.00	212.00	312.00	212.00
I	WORD PROCESSING MANAGER	10	11	408.63	575.00	287.00	387.00	412.00
AA	ADMINISTRATIVE SECRETARY	7	34	276.50	362.00	155.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	8	327.62	362.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	428.66	487.00	337.00	437.00	337.00
EE	STAFF ANALYST	1*	3	750.00	750.00	750.00	750.00	750.00
J	INFORMATION MANAGER	7	8	625.00	1,001.00	362.00	650.00	650.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	30						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

RESEARCH/ENGINEERING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	20	91	229.56	362.00	165.00	237.00	237.00
B	WORD PROCESSING OPERATOR	24	133	249.10	337.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	25	197	267.95	362.00	195.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	70	302.35	462.00	237.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST	6	13	254.30	312.00	212.00	262.00	262.00
F	WORD PROCESSING TRAINER	5*	6	324.50	437.00	262.00	312.00	312.00
G	PROOFREADER	13	28	274.50	362.00	212.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	21	57	367.92	525.00	262.00	362.00	362.00
I	WORD PROCESSING MANAGER	17	29	473.79	750.00	312.00	462.00	487.00
AA	ADMINISTRATIVE SECRETARY	11	99	267.67	387.00	155.00	262.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	54	315.70	437.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	13	400.53	650.00	287.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	12	495.50	750.00	287.00	462.00	437.00
EE	STAFF ANALYST	5*	5	547.20	750.00	437.00	437.00	437.00
J	INFORMATION MANAGER	9	11	621.45	1,001.00	312.00	525.00	900.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	77						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

INFORMATION SERVICE BUREAU
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	12	191.00	237.00	132.00	185.00	165.00
B	WORD PROCESSING OPERATOR	12	40	252.57	412.00	137.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	14	25	266.48	362.00	165.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	8	305.75	412.00	212.00	287.00	212.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	249.50	262.00	237.00	237.00	237.00
F	WORD PROCESSING TRAINER	3*	3	312.00	387.00	262.00	262.00	262.00
G	PROOFREADER	3*	13	263.76	362.00	185.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	10	15	318.86	462.00	165.00	312.00	262.00
I	WORD PROCESSING MANAGER	8	9	491.44	900.00	287.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	3*	8	269.25	337.00	195.00	287.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	4	305.75	362.00	237.00	337.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	2	412.00	412.00	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	412.00	412.00	412.00	412.00	412.00
EE	STAFF ANALYST	3*	3	467.66	1,001.00	165.00	212.00	165.00
J	INFORMATION MANAGER	6	8	537.37	1,001.00	312.00	487.00	312.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	25						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

OTHER NON-MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	14	210.42	262.00	165.00	212.00	237.00
B	WORD PROCESSING OPERATOR	16	52	227.05	362.00	107.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	11	36	270.91	462.00	185.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	23	310.82	462.00	185.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	345.33	362.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	3*	3	285.33	387.00	107.00	337.00	107.00
G	PROOFREADER	5*	12	282.66	412.00	185.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	15	34	340.52	462.00	107.00	337.00	362.00
I	WORD PROCESSING MANAGER	9	12	469.41	750.00	312.00	437.00	412.00
AA	ADMINISTRATIVE SECRETARY	5*	16	262.00	437.00	212.00	262.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	312.00	362.00	237.00	312.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	362.00	462.00	262.00	437.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	458.00	650.00	262.00	437.00	262.00
EE	STAFF ANALYST	1*	1	387.00	387.00	387.00	387.00	387.00
J	INFORMATION MANAGER	6	6	564.50	750.00	237.00	575.00	650.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	35						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

OTHER SERVICE/PROFESSIONAL
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	20	61	208.90	287.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	26	182	248.51	362.00	117.00	237.00	287.00
C	WORD PROCESSING SPECIALIST I	26	107	267.10	437.00	165.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	46	310.54	412.00	195.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	6	10	259.50	312.00	237.00	237.00	237.00
F	WORD PROCESSING TRAINER	8	12	305.75	337.00	262.00	312.00	312.00
G	PROOFREADER	11	21	289.52	437.00	175.00	287.00	195.00
H	WORD PROCESSING SUPERVISOR	27	54	333.77	525.00	212.00	312.00	287.00
I	WORD PROCESSING MANAGER	21	35	403.48	525.00	287.00	387.00	337.00
AA	ADMINISTRATIVE SECRETARY	19	161	242.37	337.00	107.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	20	143	297.14	525.00	175.00	287.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	10	319.50	412.00	262.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	21	424.00	750.00	312.00	387.00	387.00
EE	STAFF ANALYST	3*	4	449.75	575.00	337.00	487.00	337.00
J	INFORMATION MANAGER	15	20	497.25	900.00	237.00	487.00	650.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	129						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PETROLEUM/COAL/RUBBER
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	12	334.91	462.00	237.00	312.00	312.00
B	WORD PROCESSING OPERATOR	2*	17	335.52	387.00	287.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	3*	37	397.86	525.00	312.00	387.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	3	441.33	525.00	387.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	462.00	462.00	462.00	462.00	462.00
F	WORD PROCESSING TRAINER	1*	7	453.14	525.00	412.00	437.00	412.00
G	PROOFREADER	1*	3	387.00	462.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	2*	4	496.50	575.00	437.00	487.00	487.00
I	WORD PROCESSING MANAGER	2*	4	753.00	900.00	462.00	750.00	900.00
AA	ADMINISTRATIVE SECRETARY	1*	28	334.32	337.00	312.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	24	427.12	575.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
EE	STAFF ANALYST	1*	3	645.66	900.00	387.00	575.00	387.00
J	INFORMATION MANAGER	1*	3	933.66	1,001.00	900.00	900.00	900.00
	AVERAGE HRS/WK	36.3						
	COMPANIES RESPONDING	11						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

INFORMATION SYSTEMS/PRODUCTS/MANUFACTURING/SALES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	7	242.42	337.00	175.00	237.00	237.00
B	WORD PROCESSING OPERATOR	3*	20	257.25	312.00	127.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	3*	6	320.33	362.00	262.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	337.00	337.00	337.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	2*	2	337.00	387.00	287.00	362.00	287.00
H	WORD PROCESSING SUPERVISOR	2*	6	403.66	487.00	337.00	412.00	337.00
I	WORD PROCESSING MANAGER	1*	1	362.00	362.00	362.00	362.00	362.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	412.00	412.00	412.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	287.00	287.00	287.00	287.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
	AVERAGE HRS/WK	35.0						
	COMPANIES RESPONDING	11						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

OTHER MANUFACTURING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	5	244.60	287.00	175.00	237.00	287.00
B	WORD PROCESSING OPERATOR	2*	9	267.55	287.00	237.00	262.00	287.00
C	WORD PROCESSING SPECIALIST I	2*	10	299.50	337.00	237.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	3	320.33	362.00	262.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	2	212.00	212.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	1*	3	412.00	462.00	387.00	387.00	387.00
I	WORD PROCESSING MANAGER	2*	4	600.00	1,001.00	387.00	525.00	387.00
AA	ADMINISTRATIVE SECRETARY	2*	16	324.50	337.00	262.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	9	342.55	362.00	312.00	337.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	525.00	525.00	525.00	525.00	525.00
J	INFORMATION MANAGER	1*	3	829.66	1,001.00	487.00	900.00	1,001.00
	AVERAGE HRS/WK	37.3						
	COMPANIES RESPONDING	10						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

BANKING/CREDIT AGENCIES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	29	246.48	287.00	237.00	237.00	237.00
B	WORD PROCESSING OPERATOR	3*	101	294.42	337.00	237.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	3*	32	312.00	337.00	262.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	18	316.16	362.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	3	312.00	312.00	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	3*	11	373.36	437.00	287.00	362.00	362.00
I	WORD PROCESSING MANAGER	2*	3	570.66	650.00	487.00	525.00	487.00
AA	ADMINISTRATIVE SECRETARY	1*	40	362.00	362.00	362.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	30	387.00	387.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
EE	STAFF ANALYST	1*	1	387.00	387.00	387.00	387.00	387.00
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK	35.9						
	COMPANIES RESPONDING	12						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

EDUCATION
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	4	245.75	287.00	147.00	262.00	287.00
B	WORD PROCESSING OPERATOR	3*	41	298.97	337.00	195.00	287.00	337.00
C	WORD PROCESSING SPECIALIST I	4*	8	302.62	437.00	212.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	9	346.66	525.00	195.00	312.00	195.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	320.33	337.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	23	406.60	650.00	312.00	387.00	387.00
G	PROOFREADER	1*	2	437.00	437.00	437.00	437.00	437.00
H	WORD PROCESSING SUPERVISOR	4*	7	390.71	525.00	312.00	337.00	312.00
I	WORD PROCESSING MANAGER	4*	5	607.40	1,001.00	387.00	462.00	387.00
AA	ADMINISTRATIVE SECRETARY	2*	15	317.00	337.00	312.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	21	458.00	650.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	4	650.00	650.00	650.00	650.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	2	825.00	900.00	750.00	750.00	750.00
J	INFORMATION MANAGER	3*	6	668.16	1,001.00	195.00	650.00	1,001.00
	AVERAGE HRS/WK	35.9						
	COMPANIES RESPONDING	19						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PROVINCIAL GOVERNMENT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	25	278.00	337.00	212.00	287.00	312.00
B	WORD PROCESSING OPERATOR	3*	97	289.06	362.00	237.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	3*	24	318.25	387.00	262.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	4	318.25	337.00	287.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	3	420.33	437.00	412.00	412.00	412.00
G	PROOFREADER	3*	7	372.71	462.00	237.00	362.00	462.00
H	WORD PROCESSING SUPERVISOR	3*	19	362.00	462.00	287.00	337.00	337.00
I	WORD PROCESSING MANAGER	3*	7	551.57	900.00	462.00	487.00	462.00
AA	ADMINISTRATIVE SECRETARY	2*	28	327.17	387.00	262.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	9	323.11	387.00	287.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	7	358.42	387.00	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	3	508.00	650.00	412.00	437.00	412.00
EE	STAFF ANALYST	2*	5	579.80	750.00	462.00	525.00	462.00
J	INFORMATION MANAGER	2*	5	692.40	900.00	412.00	650.00	750.00
	AVERAGE HRS/WK	36.8						
	COMPANIES RESPONDING	18						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

INSURANCE
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	36	244.63	337.00	185.00	237.00	262.00
B	WORD PROCESSING OPERATOR	4*	58	267.60	337.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	4*	26	309.11	362.00	237.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	15	338.66	412.00	287.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	337.00	362.00	262.00	362.00	362.00
F	WORD PROCESSING TRAINER	2*	3	353.66	412.00	312.00	312.00	312.00
G	PROOFREADER	2*	3	287.00	387.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	4*	18	388.38	462.00	312.00	387.00	337.00
I	WORD PROCESSING MANAGER	3*	9	551.33	900.00	387.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	2*	3	244.66	287.00	185.00	237.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	287.00	287.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST	1*	1	387.00	387.00	387.00	387.00	387.00
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK	36.5						
	COMPANIES RESPONDING	27						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

OTHER PROFESSIONAL SERVICES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	37	268.08	437.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	4*	83	303.12	575.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	4*	55	307.00	412.00	212.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	24	340.12	437.00	312.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	330.75	387.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	1*	2	374.50	412.00	337.00	387.00	337.00
G	PROOFREADER	4*	12	316.16	387.00	262.00	312.00	337.00
H	WORD PROCESSING SUPERVISOR	4*	13	389.92	525.00	312.00	337.00	337.00
I	WORD PROCESSING MANAGER	4*	16	478.56	650.00	362.00	462.00	412.00
AA	ADMINISTRATIVE SECRETARY	4*	18	303.66	337.00	237.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	13	317.76	437.00	262.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	11	357.45	412.00	262.00	362.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	493.50	525.00	462.00	487.00	462.00
EE	STAFF ANALYST	1*	1	437.00	437.00	437.00	437.00	437.00
J	INFORMATION MANAGER	3*	4	671.75	900.00	487.00	650.00	650.00
	AVERAGE HRS/WK	36.4						
	COMPANIES RESPONDING	41						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

PUBLIC UTILITIES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	39	283.15	312.00	237.00	287.00	262.00
B	WORD PROCESSING OPERATOR	2*	66	286.62	312.00	237.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	2*	36	327.97	362.00	287.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	24	316.16	412.00	262.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	303.66	337.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	3	362.00	362.00	362.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	2*	22	367.13	650.00	287.00	387.00	287.00
I	WORD PROCESSING MANAGER	2*	5	507.20	750.00	387.00	462.00	387.00
AA	ADMINISTRATIVE SECRETARY	1*	8	316.25	337.00	287.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	8	333.87	362.00	312.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	2	900.00	900.00	900.00	900.00	900.00
EE	STAFF ANALYST	1*	3	529.00	650.00	412.00	487.00	412.00
J	INFORMATION MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
	AVERAGE HRS/WK	36.1						
	COMPANIES RESPONDING	10						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence

INFORMATION SERVICE BUREAU
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	6	197.50	237.00	122.00	212.00	212.00
B	WORD PROCESSING OPERATOR	4*	17	260.52	312.00	212.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	2*	6	282.83	312.00	262.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	7	322.71	362.00	312.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	4	337.00	362.00	312.00	337.00	337.00
I	WORD PROCESSING MANAGER	2*	3	583.33	1,001.00	262.00	462.00	262.00
AA	ADMINISTRATIVE SECRETARY	3*	6	278.66	312.00	212.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	287.00	287.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	3	337.00	337.00	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	575.00	575.00	575.00	575.00	575.00
J	INFORMATION MANAGER	2*	3	583.00	900.00	387.00	437.00	387.00
	AVERAGE HRS/WK	36.9						
	COMPANIES RESPONDING	12						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence